

NASA Headquarters
Washington, DC 20546

H OWI-7040-R009B
August 13, 1999

Aero-Space Technology Strategic Enterprise (HQ/Code R)

Office Work Instruction

Enterprise/IPO Contingency Planning

CHECK THE MASTER LIST at

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VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Responsible Organization: R / Front Office
Subject: Enterprise Contingency Planning

DOCUMENT HISTORY LOG

<u>Status</u> (Draft/ Baseline/ Revision/ Canceled)	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		1/22/1999	
Revision	A	4/23/1999	Paragraph 3: clarified definition of RLT. Paragraph 5: modified the flow chart to reflect changed in the procedure. Paragraph 6: changed the responsible organization column to reflect actionee, clarified procedural steps by adding evidence of task accomplishment, added criteria for acceptable workmanship, deleted redundant step. Paragraph 7: reformatted quality record table, clarified record retention media.
Revision	B	8/13/1999	Revised Paragraph 6.2 per NCR 331 to address authorization to use interim or draft documents and to clarify the primary decision factor for an analysis mechanism. Revised Paragraph 6.3 to document basic criteria for approval of the Contingency Decision Package. Revised flowchart to reflect Paragraph 6.2 changes.

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- 1. PURPOSE** This OWI describes the quality process, products and decisions associated with Enterprise/IPO Contingency planning. In this context, it focuses on the process of how the Aero-Space Technology (OAT) Strategic Enterprise responds to major, near-term, unanticipated changes that may have strategic repercussions for the Enterprise, and which cannot be resolved through program planning and execution processes.
- 2. SCOPE and APPLICABILITY**
 - 2.1** This OWI defines the enterprise-wide contingency planning process associated with the enterprise associate administrator's roles and responsibilities.
 - 2.2** This OWI is applicable to the front office for OAT. Coordination among RG, RP, RB, RS, and RW is required.
- 3. DEFINITIONS**

AA	Associate Administrator For Aero-Space Technology
Capital Investment-	Resources necessary to support the facilities at the Enterprise Research Centers
DAA	Deputy Associate Administrator for Aero-Space Technology
Enterprise/IPO Contingency Decision Package –	Action plan that responds to a major, near-term, unanticipated alteration or change affecting Programs (positive or negative) that may have strategic repercussions
Investment Strategy –	Goal Needs Statement and Program Financial Plan input, including programs, priorities, and resources needed, such a need for infrastructure capital investment

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Front Office	The organizational unit headed by and directly reporting to the AA
IPO	Institutional Program Office
Monthly Program Evaluation Report(s)	Final product of Program Evaluation (H OWI-7040-R08)
NPD	NASA Policy Directive
RG DD	Code RG Division Director
RLT	OAT Strategic Enterprise (Code R/HQ) Leadership Team, including the AA, DAA, & Division Directors (RB, RG, RP, RS & RW)

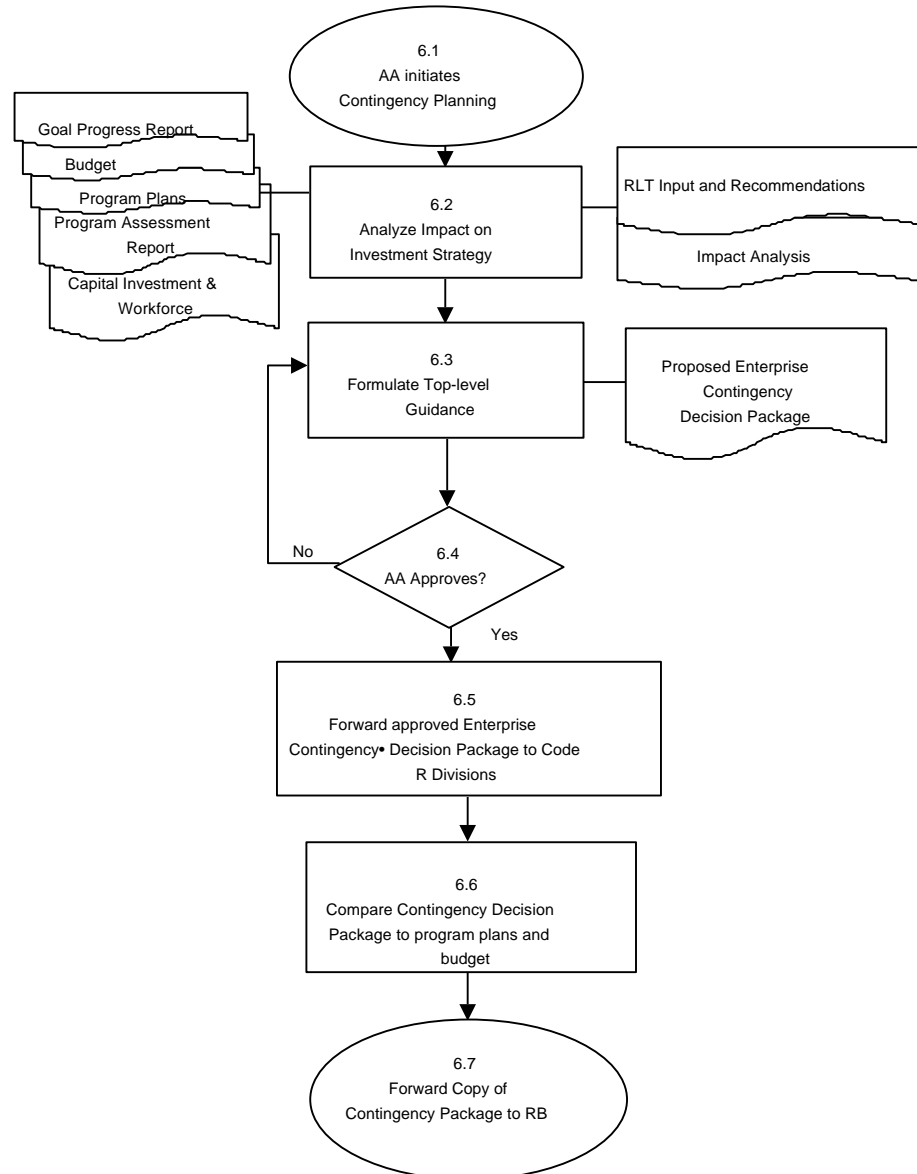
4. APPLICABLE DOCUMENTS

NPD1000.1	NASA Strategic Plan
NPG1000.2	NASA Strategic Management Handbook

The correct version of NPD documents cited above may be obtained from the NODIS Directives Library at <<http://nodis.hq.nasa.gov/Library/processes.html>>

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6. PROCEDURE

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1	AA	Enterprise/IPO Contingency Planning is initiated at the discretion of the AA when one or a combination of the following occurs: (1) a major, near-term, unanticipated alteration or change (positive or negative) affecting Programs, Budget or Facilities that may have strategic repercussions for the Enterprise is identified; (2) other approved OWIs are not independently sufficient to address the situation and required actions; and (3) the AA determines that contingency planning is warranted.
6.2	RG DD	Analyze the impact of the change to the IPO and Enterprise Investment Strategy. The analysis is conducted with the RLT and varies depending on the scope, breadth and timeliness of the change to be accommodated. The RLT input and recommendations will be documented by the RG DD. The method of analysis is at the discretion of the RG DD based on the contingency being considered. Analysis is based on the interim and final outputs of Code R HOWIs and other documents/data at the discretion of the RG DD. The RG DD is authorized to approve the use of draft or unanticipated documents/data in performing the analysis.
6.3	RG DD	Formulate a proposal, in concert with the RLT, responding to the change in the form of a proposed Enterprise/IPO Contingency Decision Package, which contains top-level guidance. Code RG Division Director may also coordinate with other HQ organizations at his discretion. The proposed Enterprise/IPO Contingency Decision Package is tailored to fit the need of the contingency and addresses the concerns raised by the AA when the contingency planning effort was initiated. Compare the documented RLT input/ recommendations against the Decision Package to ensure that the decision package addresses known issues and options. The Decision Package shall identify the documents/data sources used in performing the analysis (see Step 6.2) and in formulating the Decision Package.

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- 6.4** AA Obtain AA approval. The AA may elect to consult with the Enterprise Executive Board. If the proposal is not approved, re-formulate the Contingency Decision Package in accordance with any additional guidance received from the AA (return to Step 6.3). If the AA approves the Contingency Decision Package, he signs the document.
- 6.5** RG DD Forward the approved Enterprise/IPO Contingency Decision Package to the Division Directors of Codes RP, RW, RS and RB. Division Directors incorporate the Enterprise/IPO Contingency Decision Package into program and Center actions through the Program/Project Formulation and Approval (H OWI-7100-R007), Performance Assessment and Investment Strategy (H OWI-7210-R014), Facility Investment Planning, (H OWI-7232-R010).
- 6.6** RG DD Compare the Contingency Decision Package with the affected program plans and budget information to determine if the approved Contingency Decision Package affects Enterprise Budget Execution or Enterprise/IPO Budget Formulation. File the approved Enterprise/IPO Contingency Decision Package.
- 6.7** RB DD If the Contingency Decision Package has budget execution or formulation implications, forward the approved Enterprise/IPO Contingency Decision Package to RB to incorporate the Decision Package into Enterprise Budget Execution (H OWI-7410-R002) and Enterprise/IPO Budget Formulation (H OWI-7410-R001) for both Program and Center budget adjustments.

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7. QUALITY RECORDS

<u>Record ID</u>	<u>Owner</u>	<u>Location</u>	<u>Media</u>	<u>Schedule Number and Item Number</u>	<u>Retention/Disposition</u>
Approved Enterprise/IPO Contingency Decision Package	AA	Code RG Division Files	Hard Copy	Schedule 7, Item 22	Retain 5 Years. Retire to Federal Records Center